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GEORGIA DEPARTMENT OF HUMAN RESOURCES

**Division/Office:** Office of Financial Services

**Section/Unit:** Subsystems Management Section  
Payroll

**Schedule Use:** Office of Financial Services

**Schedule No.:** 82-65 **Date:** Minor Change 10-4-94

**Record Series Title:** EMPLOYEE SALARY GARNISHMENT RECORD FILE

**Description:** Documents relating to maintaining a record of employee wage garnishment.

Included are: Court Summons of Garnishment, Wage Garnishment, Computation Worksheet, Answer of Garnishment, and related correspondence.

**File Arrangement:** File is arranged alphabetically (beginning with calendar year 1993).

**Retention/Disposition Instructions:**

Cut off file at the end of each calendar year; hold in current files area 1 year; transfer to the State Records Center; hold 3 years; then destroy.

**Confidential:** No

**Supersedes:** 82-65 (Approved 4-1-82)



(94-278-1)

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT X

DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date	Office of Financial Services	Application Number
3/24/82	Payroll Unit Room 522-S	82-65
Application Number	47 Trinity Ave. S.W.	Date Received
82-7	Atlanta, Georgia 30303	MAR 25 1982
		Date Completed
		APR 1 1982

Telephone Number \_\_\_\_\_

656-4375

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. \_\_\_\_\_ Check One: ☐ Change; ☐ Supersede; ☐ Void

Earliest	Latest
1977	continuing

Employee Salary Garnishment Record File

What is the function of the Division and the Office in which this record series is created?

The Office of Financial Services has the responsibility to maintain the financial records for the Department in a manner to reflect separate accountability for each type of activity administered by DHR, with disbursement classifications as required by the State Auditor and the various Federal agencies.

The Payroll Unit is responsible for the establishment, modification or termination of employee payroll checks; and the recording, processing, reporting and maintaining of employment wages, withholdings, and related information required by Federal, State and Local agencies.

7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  
Documents relating to: **maintaining a record of employee wage garnishment**

Included are: Court Summons of Garnishment, Wage Garnishment Computation Worksheet, Answer of Garnishment, and related correspondence. "

The file is arranged : **Numerically by Garnishment Number**

How often are records referred to which are:

One to six months old 4 ; Seven to twelve months old 2 ; Thirteen to twenty-four months old 1 ;  
twenty-five months and older 0 ?

Letter-size drawers 2 : Legal-size drawers \_\_\_\_\_ : Shelves \_\_\_\_\_ : Other (Specify) \_\_\_\_\_

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

## 11. Retention Requirements

The following requires the series to be kept:

- |                          |          |                                   |          |
|--------------------------|----------|-----------------------------------|----------|
| a. State Law             | 3 years. | d. Audit period                   | years.   |
| b. Statute of limitation | years.   | e. Administrative need            | 4 years. |
| c. Federal law           | years.   | f. Federal retention instructions | years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, these files are needed by the Payroll Office to research and verify the garnishment of employee wages.

## 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Charles E. Henry	3/23/82	Paul T. Murphy	3/23/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	3-30-82
		Secretary of State/Designee	3-29-82
		Attorney General/Designee	4-1-82